

**PERSONNEL AND TRAINING BUREAU
TRAINING DIVISION**

TRAINING NOTICE

November 21, 2013

12.1.1

TO: All Commanding Officers

FROM: Commanding Officer, Training Division

SUBJECT: JUVENILE PROCEDURES SCHOOL SCHEDULE FOR 2014

Juvenile Division will present a four-day, 32-hour Juvenile Procedures School on the below-listed dates for 2014. Administrative Order No. 5, dated June 23, 2005, states that all officers selected for assignment to the geographic Area Juvenile Car or Area School Car shall attend the Department's Juvenile Procedures School, or a Department approved substitute, within 60 days of their appointment to the position. Priority in selection should be given to officers assigned to the Juvenile Car, the School Car, and officers responsible for handling juvenile matters. However, the training will benefit field officers and investigative personnel who have not previously attended a Juvenile Procedures School. Personnel should be listed in order of priority. Past nominees who are not selected must reapply for consideration.

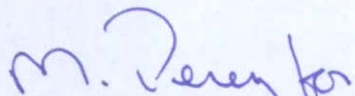
<u>Deployment Period</u>	<u>Dates</u>	<u>Student Nomination Due</u>
DP-1	January 7 through 10, 2014	November 26, 2013
DP-2	February 4 through 7, 2014	December 24, 2013
DP-4	April 1 through 4, 2014	February 18, 2014
DP-6	May 27 through 30, 2014	April 15, 2014
DP-10	September 16 through 19, 2014	August 5, 2014
DP-11	October 14 through 17, 2014	September 2, 2014

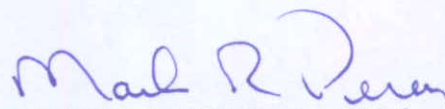
Commanding officers (C/O) are requested to submit the first and last name, rank/paygrade, serial number and assignment of nominees on an Intradepartmental Correspondence, Form 15.2, to the C/O, Juvenile Division, Mail Stop 400-1. The Form 15.2 shall be approved by the concerned C/O and **must be received no later than the above-listed nomination due date to be considered.**

A Training Order will be distributed to notify training cadre members and those students selected to attend this school. Upon receipt of the Training Order, the training coordinator for each employee listed shall ensure that all of their employees are notified of the training. Training coordinators shall send an **email confirmation to the Course Coordinator, Detective Lillie Zemones, Training Unit, Juvenile Division.**

Any questions regarding this Notice should be directed to Detective Zemones at (213) 486-0571.

APPROVED:


MICHELLE VEENSTRA, Captain
Commanding Officer
Training Division


MARK R. PEREZ, Deputy Chief
Commanding Officer
Personnel and Training Bureau